

## **POLICIES AND PROCEDURES**

POLICY NUMBER : **97-4**  
SUBJECT: CONFERENCE SITE SELECTION AND HOTEL NEGOTIATION POLICY  
EFFECTIVE DATE: April 22, 1997, January 31, 2004  
REVISION DATE: January 31, 2004  
SUPERSEDES: April 22, 1997  
APPROVED BY: Board of Directors

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### **POLICY**

It is the policy of the CWEA that uniform procedures will be followed in the selection of conference sites for the Annual, Northern Regional, Northern Safety, Northern Instrumentation Control and Electrical Conference (NICEC) and other Regional Conferences. Conference Sites will be proposed by the Planning & Program Development (PPD) Committee and approved by the Board of Directors. Contracts will be negotiated by the Executive Director. Contracts will be signed by the President or the Executive Director.

### **PROCEDURE**

1. The Executive Director and their appointed staff shall present prospective facilities for the Annual, Northern Regional, Northern Safety, NICEC and other Regional Conferences and for all conferences with gross conference income in excess of \$30,000 to the PPD. PPD shall recommend sites to the Board of Directors.
2. Once sites are approved by the Board of Directors the Executive Director shall direct staff to begin site review and proposal requests.
3. If conference leaders wish to participate in site visits, the Executive Director shall send written notice to all conference facilities, confirming that the conference committee leaders visit, and advising the hotel and/or convention center that contract terms are to be negotiated by the Executive Director or their appointed staff. Site visits shall be done with the Executive Director and/or their appointed staff.
4. Executive Director or their appointed staff shall be responsible for negotiating the terms of contracts with conference facilities on behalf of the Association.
5. All contracts shall be signed by the President or the Executive Director.
6. Annual Conference contracts shall be negotiated five years in advance of the proposed date of the conference. Regional Conferences shall be negotiated 18 months to 24 months in advance of the conference date.

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